

DOCUMENTATION REQUIREMENT CHECK LIST FOR TWENTY FIVE PERCENT (25%)

- Duly Filled Legacy Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Evidence of any Accrued Pension Rights/
acknowledgement of indebtedness by employer (To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Sworn Affidavit Stating Status of Unemployment (under 50 years)
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)

Document status:

Complete

Incomplete

Kindly State Outstanding Document(s)

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Remarks

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I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

Name of Officer:

Signature of Officer:

Date received:

Date Dispatched:

Location:

DOCUMENTATION REQUIREMENT CHECK LIST FOR ENBLOC PAYMENT

- Duly Filled Legacy Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Last Pay slip
- Evidence of any Accrued Pension Rights/
acknowledgement of indebtedness by employer(To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)

Document status:

Complete

Incomplete

Kindly State Outstanding Document(s)

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Remarks

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I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

Name of Officer:

Signature of Officer:

Date received:

Date Dispatched:

Location:



DOCUMENTATION REQUIREMENT CHECK LIST FOR EXPATRIATES

- Duly Filled Legacy Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Evidence of any Accrued Pension Rights/
acknowledgement of indebtedness by employer (To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Letter from Employer stating client's wish to go back to home country
- Letter from Embassy stating client's wish to go back to home country
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)

Document status:

Complete

Incomplete

Kindly State Outstanding Document(s)

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Remarks

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I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

Name of Officer:

Signature of Officer:

Date received:

Date Dispatched:

Location:



DOCUMENTATION REQUIREMENT CHECK LIST FOR NSITF PAYMENT

- Duly Filled Legacy Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Evidence of any Accrued Pension Rights/
acknowledgement of indebtedness by employer (To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)

Document status:

Complete

Incomplete

Kindly State Outstanding Document(s)

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Remarks

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I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

Name of Officer:

Signature of Officer:

Date received:

Date Dispatched:

Location:



DOCUMENTATION REQUIREMENT CHECK LIST FOR VOLUNTARY CONTRIBUTION

- Duly Filled Legacy Notice of Retirement form
- Written Application
- Appointment Letter/Retirement Letter
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)
- Tin Number (Tax Identification Number)

Document status:

Complete

Incomplete

Kindly State Outstanding Document(s)

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Remarks

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I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

Name of Officer:

Signature of Officer:

Date received:

Date Dispatched:

Location: